



# State Procurement Manual

Department of Administration, State Bureau of Procurement

Number  
PRO-104

Section	Effective	Replaces
INTRODUCTION AND PROCUREMENT FUNDAMENTALS	DATE	PRO-B-3 (10-16-02)
Title	Page	
NIGP CODES AND STANDARD CODING STRUCTURES	1 of 1	

**SCOPE:** The purpose of this policy is to establish the standard commodity code structure for state agencies in conducting procurement and purchasing activities.

**POLICY:** The National Institute of Governmental Purchasing (NIGP) commodity code structure is a set of numbers used to identify commodities and services procured by the state.

The "living code" is a current listing of codes that can be updated by various states as necessary to meet the needs of the individual states, currently maintained by Periscope Holdings, Inc.

The "master file" is a listing of codes that is located on VendorNet and maintained by the State Bureau of Procurement (Bureau).

The NIGP commodity code structure, from the master file, will be used by all state agencies at the five-digit level as the state standard.

- PROCEDURE:**
- I. Utilization and Maintenance
    - A. The code structure is used to register vendors on the state bidders list, maintain bidder files, and identify items on purchase orders to assist in creating purchasing reports.
    - B. The Bureau will maintain and update the master file. A text or tab delimited file is available to access and download.
    - C. The agency may request an update to the master file if a code does not exist that the agency needs by contacting the Bureau at [doawispro@wisconsin.gov](mailto:doawispro@wisconsin.gov).
    - D. The Bureau will make requested updates as a Wisconsin-specific code(s) unless Periscope Holdings, Inc. edits the code in the NIGP structure.



Legal Authority

Wis. Stats. s. 16.71

Agencies Affected: All, unless otherwise noted

Authorized:

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